Officer Accession into Coast Guard, Continued

Initial Active Duty Information Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 2, continued:

Field	Action
Sex	Enter **M** for Male or **F** for Female.
Height	Enter the member's height in full inches.
Minority Designator	Enter the member's minority designator. Press F2 for list of valid minority designator codes.
Marital Status	Enter the member's marital status. Press F2 for list of valid marital status codes.
Date of Birth	Enter the member's date of birth.
City of Birth	Enter the city in which the member was born in.
State	Enter the state in which the member was born in.
Home of Record City	Enter the member's permanent home of record city as established by the member at time of entry into the service.
Home of Record State	Enter the member's permanent home of record state or American Possession as established by the member at time of entry into the service.
Note: For Foreign Country Entry Code: See Enclosure 9 in PPPM	
Home of Record County	Enter the member's permanent home of record county as established by the member at time of entry into the service.
Home on W-4 City	Enter the city shown in the member's Withholding Allowance Certificate, Form W-4.
State	Enter the state shown in the member's Withholding Allowance Certificate, Form W-4.
Date Military Obligation Incurred	Enter the date the member first incurred a military obligation.
Duty Type	Enter one of the following duty type codes on the member: **1** If member is coming on regular active duty **2** If member is a reserve coming on extended active duty **6** If member is a selective reserve and is **NOT** coming on extended active duty **7** If member is a Individual Ready Reserve and is **NOT** coming on extended active duty **8** This code is not allowed for this event **9** This code is not allowed for this event

Continued on Next Page

Officer Accession into Coast Guard, Continued

Initial Active Duty Information Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 2, continued:

Field	Action
Term of Active Duty Authorized	The following rules apply: • If duty type code is 1, then this field is not updateable. • If duty type code is 2, then enter the number of months active duty the member is ordered to. • If duty type code is 6 or 7, then enter the number of months the member is required to perform inactive duty drills.
Grade/Rate	Enter the member's grade or rate (i.e., if member is an officer enter O1, O2, etc... If member is a chief warrant officer then enter PERS2, BOSN, etc...).

Once you have entered the information in Screen 1 of 2, press <F1>. The following screen will appear:

```
                    Direct Commission (Screen 2 of 2)
   000-00-0001                      O1       BOOMER, ROBERTO THE
            Is member entering active duty for 140 or more days?:  Y
          Date Entered Current Active Duty:    12/01/1997
               Expected Termination Date:     11/30/2027
         Place Entered Current Active Duty:    Topeka              State:  KS

            30 Year Commissioned Service:     __/__/____
                   Prior Military Service:    __       Pay Grade at Separation:  __
     Education Level:   5
              Field 1:  __              Degree:  __           Year:  __
              Field 2:  __              Degree:  __           Year:  __
         Language1:  __    Skill  __    Language2:  __            Skill:  __
```

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 2:

Field	Action
Is member entering Active Duty for 140 or more days?	The following rules apply: • If duty type code is 1 or 2, then this field is not updateable. • If duty type code is 6 or 7, then this field is updateable and if member is coming on active duty for greater than 139 days, then 'Y' should be entered. Normally this will be left at 'N'.